

25X1A

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11 July 1975

MEMORANDUM FOR: All ML Careerists

SUBJECT : Logistics Career Service Board, Career Service Panels,  
and Awards and Training Panels

REFERENCE : LI 20-18 dtd 20 Sep 74

1. In accordance with DD/A directives, the Office of Logistics will hereafter be ranking all employees GS-06 and above as well as all GP, WG, WL, and WS personnel in the equivalent pay scales.

2. Also, in order to ensure that each Supply panel employee receives as much consideration as possible, we have <sup>decided</sup> ~~determined~~ to split the S Panel into the S-1 and S-2 Panels. The S-1 Panel will consider Supply personnel in grades GS-10 through GS-13 (or equivalent) and the S-2 Panel will hereafter consider <sup>those</sup> ~~in~~ <sup>in grades</sup> GS-06 through GS-09 (or equivalent).

3. Further, because almost all Logistics Services Division (LSD) personnel <sup>possess employee skills which would normally</sup> in the grades GS-06 and above fall under the jurisdiction of either the Supply panels or the Real Estate and Construction Division R Panel, we have abolished the L Panel. We believe this will give LSD personnel more latitude and permit more opportunity for crossover between divisions and, therefore, enhance their opportunities for better and more broadening assignments.

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CONFIDENTIAL  
(When Filled In)

COMPETITIVE EVALUATION CRITERIA		DISPLAYS SERIOUS DEFICIENCY		BELOW NORMAL		AVERAGE OR NOT OBSERVED		STRONG		SUPERIOR TO PEERS		SCORE
		1	2	3	4	5	6	7	8	9		
DATE PREPARED												
PERFORMANCE												
1. QUALITY OF WORK												
2. QUANTITY OF WORK												
3. ABILITY TO MEET DEADLINES												
4. ABILITY TO WORK WELL UNDER PRESSURE												
5. TECHNICAL OR PROFESSIONAL KNOWLEDGE												
6. ABILITY TO IMPLEMENT INSTRUCTIONS												
7. CLARITY OF WRITTEN EXPRESSION												
8. CLARITY OF ORAL EXPRESSION												
TOTAL PERFORMANCE											WT	TOT
MANAGERIAL CAPABILITY												
1. PLANNING ABILITY												
2. EFFECTIVENESS IN ORGANIZING												
3. SUPERVISORY ABILITY												
4. USE OF SOUND JUDGEMENT												
5. EFFECTIVENESS IN INFLUENCING OTHERS												
TOTAL MANAGERIAL CAPABILITY											WT	TOT
POTENTIAL												
1. WILLINGNESS TO ACCEPT RESPONSIBILITIES												
2. ROTABILITY												
3. ADAPTABILITY TO CHANGES												
4. EVIDENCE OF SELF-IMPROVEMENT												
TOTAL POTENTIAL											WT	TOT
OTHER FACTORS												
1. DIVERSITY OF ASSIGNMENTS												
2. DEGREE OF RESPONSIBILITY IN ASSIGNMENTS												
3. NUMBER AND CHARACTER OF ASSIGNMENTS TO HARDSHIP POSTS												
TOTAL OTHER FACTORS											WT	TOT
TOTAL ALL CATEGORIES												
<p><u>TIME IN GRADE</u> - While time in grade is a factor to be considered in competitive evaluation, it is neither the only nor necessarily the most significant factor in determining competitive rankings for promotion or other opportunities for advancement. Rather, it is one which, in the final analysis, is more properly weighed by Panel and Board members when the Careerists being evaluated are otherwise relatively equal in qualifications, experience, performance, and potential.</p>												
NAME OF INDIVIDUAL BEING RATED						GRADE		DATE OF GRADE		DATE OF BIRTH		

25X1A

DRAFT

9 July 1975

MEMORANDUM FOR: All ML Careerists

SUBJECT : Logistics Career Service Board, Career Service Panels, and Awards and Training Panels

REFERENCE : LI 20-18 dtd 20 Sep 74

1. Because of changes concerning employee competitive evaluation mandated in the DDA Personnel Management Handbook, the Office of Logistics will now rank competitively all employees GS-06 and above. In addition, I have determined, in order to provide more effective management and better career opportunities for employees in these categories, that all GP, WG, WL, and WS personnel in the equivalent pay grades of GS-06 and above (currently WG-06, WL-04, WP-07, and above and all GP and WS) will be so ranked.

2. Since the largest percentage of <sup>a great</sup> such employees fall under the jurisdiction of the <sup>current</sup> "S" Panel, it is necessary to establish the "S" Subpanel, whose responsibility has involved ranking employees in the GS-07 through GS-09 category, as a separate panel <sup>our</sup> to be called the "S-2" Panel. Its responsibilities will include all employees falling under the jurisdiction of the "S" Panel in grades GS-06 through GS-09, including all WB employees in equivalent pay grades. The "S-1" Panel will retain career cognizance for Supply personnel in grades GS-10 through GS-13.

3. In order to better manage the careers of our employees currently assigned to the "L" Panel, to permit more crossover between the Logistics Services and Supply Divisions, and especially to give these employees greater opportunity than we believe exists under the current panel structure, effective July 1975 that panel has been abolished. The majority of those

*and good at times  
as therefore  
difficult if not,  
next to impossible  
to give each employee  
adequate & proper  
consideration  
& we have  
therefore*

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currently under the "L" Panel will convert to the "S-1" or "S-2" Panel, the exception being those whose career direction is in the Real Estate and Construction area; they will transfer to the "R" Panel.

4. Logistics Officer Trainees and all those being developed as Logistics generalists will now come under the jurisdiction of the "S-2" Panel (or "S-1" Panel if GS-10 and above) rather than the Logistics Career Service Board as had previously been the case.

5. The "A" Panel includes all positions with the title Stenographer, Secretary-Stenographer, Typist, Clerk-Typist, File Clerk, Supply Clerk-Typist, or general clerical. An individual in this panel is one who is a clerical specialist, usually qualified in typing and/or shorthand and who can rotate into other clerical positions within Logistics or the Agency.

6. Each employee whose panel cognizance is being changed will receive written notification to that effect. Such decision will have been made on an individual basis with the intention of assigning the employee to that panel which, it is mutually agreed, will offer the greatest opportunity for career development. All ML careerists are encouraged to contact any member of their panel, or Personnel and Training Staff, to discuss their panel assignment or any aspect of their career planning.

7. The following is a list of panel memberships, effective 1 Aug 1975

"A" Panel

"M" Panel



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Pls return  
to Oz/Reg

10  
PSD -  
300 Total  
7-24-75